

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION Executive	
WORKING TITLE Deputy District Director, Environmental Planning & Engineering	POSITION NUMBER 904-131-7500	REVISION DATE 03/22/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the District 4 Director, a CEA C, the incumbent will develop and implement policies for the District 4 Environmental program. Incumbent is responsible for the implementation and facilitation of all phases of environmental analyses necessary for delivery of Caltrans' transportation and non-transportation projects across the District in compliance with State and Federal environmental laws, regulations and policies.

CORE COMPETENCIES:

As a C.E.A., the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Engagement, Equity, Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Engagement, Innovation, Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Integrity, Pride)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

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40%	E	Develops and implements policies for the District 4 Environmental program. Develops, implements, and monitors the District's Environmental programs including workload distribution and priorities, allocation and expenditure of resources, and determination of staffing needs. Provides direction to management and for all functions and supervision of staff charged with carrying out the District 4 Environmental programs. Participates in District project delivery, programming, and budgetary activities including review, approval and monitoring of all project schedules, and capital outlay and support budgets. Monitors and manages the district's Environmental programs performance for compliance with the Annual Performance Plan and measures. Serves as an advisor to District 4 Director in all matters relating to Environmental, including new programs, legal issues, public and legislative inquiries. Attends and participates in project delivery meetings, public hearings, and other public meetings on behalf of the District 4 Environmental Planning and Engineering Division.
30%	E	Responsible for planning, organizing, and directing activities for the Environmental Planning and Engineering Division in District 4, including development, direction, and implementation of policies and procedures as related to environmental planning and engineering functions. Incumbent will provide direction and advice on the delivery of Environmental responsibilities of the Capital Outlay Program, including the management of financial and staff resources within annual allocations. Incumbent is responsible for effectively leading a team of Environmental Planners, Scientists, and Transportation Engineers to ensure that Project Delivery goals are met in alignment with Caltrans' Strategic Plan goals. Responsible for the monitoring, management and efficient use of allocated resources for areas under supervision. Serves on District 4 Executive Staff, and is the District contact with HQ Division of Environmental Analysis.
20%	E	Establishes goals, objectives, strategies and performance metrics for the District 4 Environmental Planning and Engineering Division that are in alignment with Caltrans Strategic Plan. Manages and measures progress toward achieving goals, objectives and strategies. Establishes workload priorities based on goals and works with other district and headquarters functional units as required.
10%	E	Consults with the District 4 Director on work priorities, allocated resources, management priorities, district goals and objectives, new programs and legal matters pertaining to the Environmental program. Resolves highly complex and/or sensitive issues, which may be project specific, personnel, inter-agency, or public relations, to name a few. Will require working cooperatively with internal and/or external partners. Is a member of the Statewide Environmental Management Board and in that capacity acts as consultant in all matters affecting District 4 or involving statewide environmental issues.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent has full responsibility (direction, management and supervision) for the District 4 Division of Environmental Planning and Engineering and all of its employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent should have a thorough knowledge of management principles and organizational skills necessary to direct a large, widespread and highly visible governmental unit. Incumbent must be able to establish and maintain cooperative relations with other divisions in the District and Headquarters and with other governmental agencies, elected officials, and the general public. A thorough knowledge of the following is essential: State and Departmental policies and procedures relating to transportation projects, environmental planning, programming, and development; State and Federal environmental laws, regulations, and policies; techniques for dispute resolution, principles, practices and trends of public administration, organization and management, and the objectives of the equal employment opportunity, health and safety and labor relations programs.

The incumbent must be able to plan and coordinate the Division activities, establish standards, develop policy and procedures, ability to reason logically and creatively, analyze complex situations and technical documents accurately, understand scientific methodologies, and adopt or recommend an appropriate course of action, present ideas and information effectively, and establish overall priorities. Incumbent is a member of the statewide Environmental Management Board.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for the effective and efficient functioning of the Division of Environmental Planning and Engineering, assuring the implementation of all laws, rules, regulations, and policies affecting the Department's environmental activities and effecting changes if needed.

Errors in judgment could slow or stall major construction contracts, create legal liabilities, or seriously impair the region's

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relationship with local governmental agencies, impacted property owners or the public and diminish the District/Department's overall credibility.

PUBLIC AND INTERNAL CONTACTS

Incumbent represents Caltrans and the District Director participating in meetings and dealings with federal, state, regional and local agencies, elected officials and the public concerning the scope and content of transportation programs and specific projects and programs in the offices supervised. In addition, incumbent may be required to speak in public on transportation matters. Incumbent must establish and maintain good working relationships with other Districts, Headquarters management, and local jurisdictions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time while using a keyboard and video display terminal. The incumbent must be able to quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles, multi-task, effectively interact with many levels of people in a cooperative manner, be decisive, take appropriate actions, and complete project tasks or projects with a short notice. The incumbent must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Work will be performed in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent will be required to periodically travel to District offices and Headquarters and may be required to conduct field reviews outdoors and may be exposed to dirt, noise, uneven surfaces and extreme heat or cold. This position may be expected to telework on a part-time basis.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE